

03 / CLEAR PERFORMANCE. FAIR DEVELOPMENT.

Evidence-based reviews. Guided development.

A people-review cycle from goals, evidence and feedback to calibration and development plans; AI assists with synthesis.

An AI HR landing and Performance Analytics direction exist; the review system, assistant and apps in this kit are proposed prototypes using no real HR data.

[Case study](#) · [screenshots](#) · [role-based apps](#) ↗

SOLUTION BRIEF / 09.2026

Problem & audience

HR Directors, HRBPs, line managers and employees taking part in a review cycle.

- Unaligned goals and scattered evidence force manual synthesis at period end.
- Managers apply different standards and are swayed by the most recent events.
- Reviews stop at a score, with no coaching plan or follow-up after the cycle.

Solution modules

MODULE 01

KPI / OKR & evidence

Sets goals, weights, scales and review periods; employees update results with evidence sources.

MODULE 02

Check-ins & feedback

Self-review, manager conversations and 360 feedback within the allowed scope; progress logged across the period.

MODULE 03

AI Review Copilot

Synthesises evidence into a draft review, citing sources and missing data; managers check and edit.

MODULE 04

Calibration & development

HR coordinates calibration against a common standard; approves results, feedback and development-plan follow-up.

Process & data

Align goals →

Check-ins & evidence →

Self / manager review →

Calibrate & approve →

Discuss & develop

Data to prepare

- Org structure, roles and reporting lines from the HRIS.
- Competency framework per position, goals, rating scale and review policy.
- Work evidence cleared for use; retention policy and feedback visibility rights.

Proposed architecture: data sources → connection & permission layer → processing / rules → business UI → logs & measurement. Infrastructure details are fixed after discovery.

Deliverables

- Review-cycle process, KPI/OKR forms and rubrics per position group.
- Permission matrix for employee, manager, HR and calibration committee.
- Review workflow, sourced drafts, calibration minutes and development-plan template.
- Case study with screenshots, a workspace and sample apps for three roles; module/permission matrix and handover flow.

Delivery conditions

The customer names a process owner, provides data cleared for use and a systems contact. CTC Smart Tech and the business team agree scope, test set, change handling and operating responsibility.

Infrastructure, equipment, licences, third-party integration and AI running costs are determined separately by discovery. This document is not a quotation or SLA commitment.

Pilot & acceptance criteria

1. Choose one position group; agree the rubric, access rights and goals.
2. Standardise sample evidence, forms and the review workflow.
3. Run one trial cycle on permitted data and collect feedback from every role.
4. Check consistency and access rights; finalise the adoption plan.

METRIC	HOW IT IS MEASURED
Cycle progress	On-time completion rate for each step of the process.
Evidence quality	Share of reviews backed by relevant, verifiable evidence.
Rating consistency	Variance between reviewers on the same sample cases.
Post-review development	Share of coaching actions completed by agreed milestones.

Fix the pass threshold, sample size and measurement period before the pilot. These metrics are a proposed evaluation frame, not actual results or a performance commitment.

Governance & control

- No faces, voices or EEG are used to infer emotion, personality or to score employee performance.
- AI never decides final scores, pay rises, discipline or termination.
- Employees can respond or request a re-check; every score change has an owner and a reason.
- 360 feedback is disclosed only per policy; groups too small to stay anonymous are avoided.

Apply least privilege, data separation, action logs, retention/deletion rules and recovery. Test wrong-permission access, missing data and service interruption before handover.

CTC SMART TECH / SOLUTION-DESIGN CASE STUDY

Performance Review · People Development Cycle

A design case study from the AI HR capability: employees update evidence, managers review, HR coordinates calibration and employees respond to results.

Evidence status

An AI HR landing and Performance Analytics direction exist; the review system, assistant and apps in this kit are proposed prototypes using no real HR data.

Sample UIs use synthetic data. Existing DocAgent screenshots have record/partner/figure data redacted. No real customer or employee results are used for illustration.

Goals

Publish criteria, weights and permissions before the cycle.

Evidence

Employees update work and self-review.

Review

Managers check against the rubric and write evidence-based comments.

Calibration

HR checks consistency, coordinates and publishes within rights.

Development

Employees respond; actions and coaching milestones are agreed.

01 / UI & DATA SOURCES

See where the work gets done.

Case study / CTC Smart Tech

People Development

Role-based business workspace.

System overview

Employee

Line manager

HR / Calibration committee

Business assistant

PROPOSED PROTOTYPE

Synthetic data, no real customer or employee information.

Not connected to production systems.

CTC People Development

PROTOTYPE

SOURCED WORK - PEOPLE DECIDE

From work evidence to a development plan.

Performance Review - People Development Cycle

03

Sample evidence groups

01

File in progress

00

Automated HR decisions

Work queue

Synthetic data

Sample file	Content	Basis	Status
DEMO-REVIEW-01	Work goals	Evidence cleared for use	Awaiting self-review
DEMO-REVIEW-02	Role competencies	Rubric published before the cycle	Not started
DEMO-PLAN-03	Development plan	Agreed check-in milestones	Draft

Open sample record ..

Flow by role

1 Employee

View the goals and criteria for the cycle.

2 Line manager

Read employee evidence within the managed scope.

3 HR / Calibration committee

Check process completeness and the basis for comments.

Decisions have an owner

No automatic scoring, no pay/discipline decisions, no inference of emotion or personality.

Sources & versions

EVIDENCE-DEMO v1

Simulated work-completion documents with no real employee names or results.

RUBRIC-DEMO v1

Reviews based on goals, output quality and collaboration; the manager is accountable for comments.

POLICY-DEMO-HR

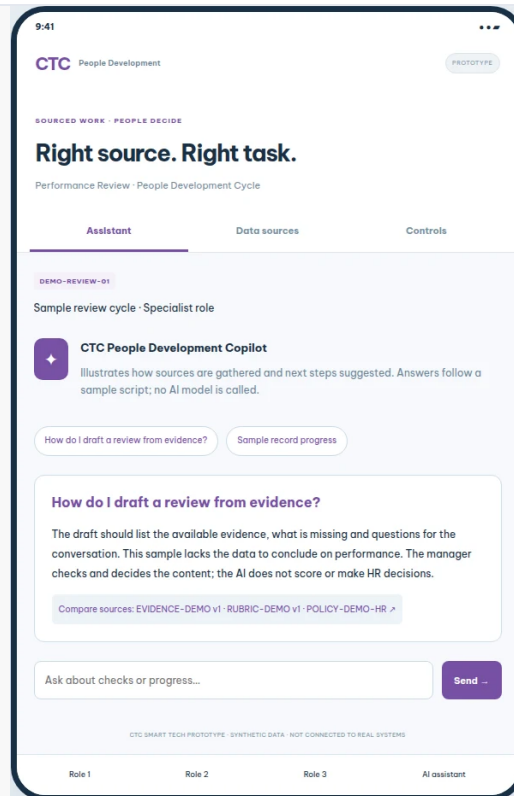
Employees may respond. No biometrics, inferred emotion or AI decides the final score.

Prototype session log

Proposed prototype

People Development workspace

Prototype dashboard with simulated records; states and process follow the solution design.



Proposed prototype

People Development assistant

How do I draft a review from evidence? Sourced simulated scenario; no LLM call.

02 / ROLE-BASED APPS

Every role has a clear workflow.

The apps focus on frequent tasks. In production they share the APIs, file codes, permission policy and history of the business platform.

GOALS & EVIDENCE

Employee

- View the goals and criteria for the cycle.
- Submit evidence and the self-review.
- Respond to results once published.

[Record-handling screen ↗](#)

REVIEW & COACHING

Line manager

- Read employee evidence within the managed scope.
- Check against the rubric, write comments and development suggestions.
- Send the file to calibration.

[Record-handling screen ↗](#)

CYCLE QUALITY

HR / Calibration committee

- Check process completeness and the basis for comments.
- Coordinate calibration and record reasons for any change.
- Publish within scope and receive responses.

[Record-handling screen ↗](#)

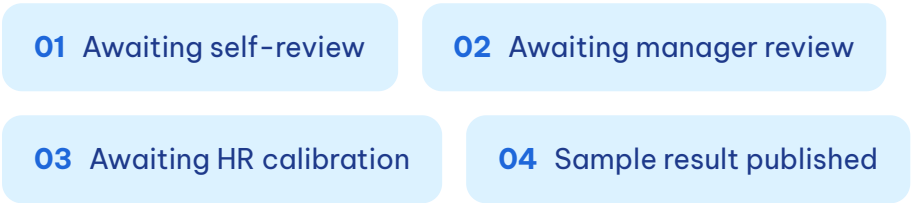
Module mapping & permission limits

ROLE	MODULE	SCOPE
Employee	Goals → Evidence → Self-review → Response	Own file only; cannot view colleagues' reviews.
Line manager	Evidence → Review → Development plan	Assigned employees only; cannot publish results that skipped required steps.

ROLE	MODULE	SCOPE
HR / Calibration committee	Progress → Calibration → Publish → Response	Per review-cycle policy; admin rights are not used to disclose data beyond scope.

03 / A PROTOTYPE FLOW YOU CAN TRY

From input to an evidence-based decision.



The first role completes the checklist and submits evidence; the next role records an evidence-based result; the approver confirms or returns with a reason. The sample session logs every step.

After HR publishes the sample result, the employee can respond into the same history. There is no automatic scoring and no pay/discipline decision.

Prototype boundary

No automatic scoring, no pay/discipline decisions, no inference of emotion or personality.

Sample state is stored in the same browser, separated per solution. There is no authentication, multi-user backend, cross-device sync, push or LLM connection. Those must be built and accepted before real operation.

Sources to compare, not automatic conclusions.

EVIDENCE-DEMO v1

Simulated work-completion documents with no real employee names or results.

RUBRIC-DEMO v1

Reviews based on goals, output quality and collaboration; the manager is accountable for comments.

POLICY-DEMO-HR

Employees may respond. No biometrics, inferred emotion or AI decides the final score.

The draft should list the available evidence, what is missing and questions for the conversation. This sample lacks the data to conclude on performance. The manager checks and decides the content; the AI does not score or make HR decisions.

DEMO sources are synthetic data for simulation. Real business documents must be collected with usage rights, versioned and quality-checked.

Pilot & acceptance roadmap

1. Choose one position group; agree the rubric and access policy.
2. Build a cleared evidence set and the review forms.
3. Run a trial cycle with three roles, calibration and responses.
4. Accept access rights, review basis and development actions.

Conditions to verify

- Submission only when the self-review has evidence and a complete checklist.
- Reviews are evidence-based before HR publishes.
- Employees can respond within their own file.
- No automated decisions on scores, pay or discipline.

Agree scope, baseline, sample size, confirming person and operating responsibility before the pilot. Demos do not replace acceptance results or performance commitments.

Reference direction: CTC Smart Tech AI HR & Performance Analytics direction. Details are compiled from existing documents and source code; new UIs are clearly marked as proposed designs.

Frequently asked questions

Does the AI score employees?

The AI helps gather evidence and draft comments. Scores and decisions belong to authorised people.

Can OKRs and competencies be combined?

Yes – as two separate parts with weights and rubrics published before the cycle; weights are never changed retroactively.

Basis of this document

Reference: CTC Smart Tech AI HR & Performance Analytics direction. An AI HR landing and Performance Analytics direction exist; the review system, assistant and apps in this kit are proposed prototypes using no real HR data. The process, pilot and acceptance sections in this kit are proposed designs to be confirmed per project.

